



Internship/Part-Time Employment

About Westfield Welcome:

Westfield Welcome will provide a comprehensive visitor experience for visitors, new residents and the citizens of Westfield. Westfield Welcome will offer excellent customer service through one on one contact utilizing the city's Hospitality and Volunteer Coordinator and that employee's Westfield Welcome Volunteer corps. Westfield Welcome will engage volunteers, promote tourism, encourage community pride and build a reliable brand that invokes a feeling of Hoosier hospitality. The main focus is to assist with anchors at Grand Park to provide an experience like none other.

Hospitality and Volunteer Internship/Part-Time Employee Description:

The Hospitality and Volunteer Intern will assist the Hospitality and Volunteer Coordinator in the execution of the "Westfield Welcome" hospitality initiative at Grand Park.

Responsibilities:

- Assist with coordinating and managing volunteers
- Provide patrons of Grand Park with superb hospitality
- Gain knowledge of Grand Park and Westfield for patron questions
- Execute market research surveys to gather data about Grand Park visitors
- Collaborate to develop and follow through with ideas for events
- Assist with community events
- Set-up/Tear down of event equipment
- Other duties as assigned

Ideal Candidate has:

- Excellent interpersonal skills
- Strong organization skills and attention to details
- Leadership skills
- Focus on excellent customer service
- Background in marketing and/or communications
- Basic computer skills

Other Requirements:

- Available to work most weekends from May-August (10-20 hours/week)
- Must be 18 years or older
- Must be able to lift up to 50 lbs.

How to Apply:

Interested applicants must email cover letter and résumé to eshockley@westfield.in.gov

* Pay Negotiable